



# APPLICATION FOR REAL ESTATE APPRAISER LICENSURE AND CERTIFICATION

State Form 45016 (R7 / 2-03)

Approved by State Board of Accounts, 2003

Real Estate Appraiser Licensure and Certification Board  
Indiana Professional Licensing Agency  
302 West Washington Street, Room E034  
Indianapolis, Indiana 46204-2700  
Telephone: (317) 232-2980

**INSTRUCTIONS:** Please type or print this application in ink.

Applicants must read Real Estate Appraiser Licensure and Certification statutes and rules before completing and filing the application.

Make check or money order payable to: Indiana Professional Licensing Agency.

Application fee is non-refundable and non-transferable.

Application for: (please check one)			
<input type="checkbox"/> Indiana licensed residential appraiser		<input type="checkbox"/> Indiana certified residential appraiser	
<input type="checkbox"/> Indiana certified general appraiser			
Application fee: \$100.00 or \$25.00 if upgrading from a trainee license		ASI electronic testing sites: Schererville, Indianapolis, Evansville, Cincinnati, OH and Louisville, Ky	
1. Name of applicant (first, middle, last)			
2. Residence address (number and street, city, state, ZIP code)			
3. Mailing address (number and street, city, state, ZIP code)			
4. Social Security number *		* Your Social Security number is requested by this agency in accordance with IC 4-1-8-1, and it is mandatory that it be given. Social Security numbers are available to the Indiana Department of Revenue.	
5. Residence telephone number ( )	Business telephone number ( )		6. Date of birth (month, day, year)
7. Current employer's company name			Telephone number ( )
Address (number and street, city, state, ZIP code)			
<b>APPRAISAL EDUCATION REQUIREMENTS</b>			
List below all appraisal courses the applicant completed that consisted of at least fifteen (15) classroom hours and where the applicant successfully completed an examination. (No correspondence courses will be considered.) A classroom hour consists of fifty (50) minutes. Credit for duplicate courses will not be considered. To obtain credit for courses prior to July 1, 1990, applicant must submit verification in the form of a certificate, transcript or letter issued by the course provider showing course title, date of successful course completion, and number of classroom hours. To obtain credit for courses after June 30, 1990, applicant must submit verification in the form of a certificate of course completion which must include name of sponsoring organization, course title, identify course content, dates of course, certify minimum of fifteen (15) hours, hours completed, passing grade, and state name.			
Education requirements: (please check appropriate box)			
<input type="checkbox"/> Licensed Residential appraiser licensure - 90 hours			
<input type="checkbox"/> Certified residential appraiser licensure - 135 hours			
<input type="checkbox"/> Certified general appraiser licensure - 180 hours			
<b>COURSE TITLE</b>	<b>SPONSOR</b>	<b>NUMBER OF HOURS</b>	<b>MONTH / YEAR COMPLETED</b>
<b>TOTAL HOURS</b>			
Attach separate sheet of paper if you need more room, using the above format. Staple to this application and mark addendum.			

Have you ever been denied a residential appraiser license, certified residential appraiser license, or certified general appraiser license by this state or any other state? <i>(If Yes, provide a copy of the license denial.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had a residential appraiser license, certified residential appraiser license, or certified general appraiser license suspended or revoked by any other state? <i>(If Yes, provide a copy of the licensing board order.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? <i>(If Yes, provide a copy of the court order and any pertinent documents.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently hold any one of the available Indiana Appraiser Licenses? <i>(If Yes, provide license number.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently hold an out-of-state Appraiser License? <i>(If Yes, provide a copy of the license.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**NOTARY CERTIFICATE**

STATE OF _____  COUNTY OF _____	}	SS:	SEAL
I, _____, having been duly sworn on oath, say that I am the above-named applicant, that I have personally prepared the foregoing application, and that the same is true to the best of my knowledge and belief.			

Signature of applicant	Signature of Notary Public	
Printed or typed name of applicant	Printed or typed name of Notary Public	
Date subscribed and sworn to Notary Public	County of residence	Date commission expires

**LOG OF APPRAISAL EXPERIENCE**

*INSTRUCTIONS: The category of property appraised and the type of appraisal performed on the log of appraisal experience shall agree with the category of property appraised and type of appraisal performed on the report of appraisal experience. The category of property appraised is identified (1) through (16), found on the left-hand column of the report of appraisal experience. The type of appraisal performed is identified (A) through (D) at the top of the four right-hand columns on the report of appraisal experience.*

	Date of appraisal	Client's name	Address of appraised property	Description of work performed	Category	Type
1						
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14						

EXPERIENCE CREDIT REPORTING FORM												
PROPERTY CATEGORY	TYPE OF APPRAISAL PERFORMED											
	APPRAISAL			DOCUMENTARY REVIEW						CONDEMNATION Appraisals		
	PERFORMED BY YOU (A)			WITH FIELD REVIEW AND SEPARATE REPORT (B)			WITHOUT FIELD REVIEW AND SEPARATE REPORT (C)			INVOLVING A PARTIAL TAKING (D)		
RESIDENTIAL CATEGORY	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours
<b>1. SINGLE FAMILY</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		6.00			3.00			1.50			9.00	
b. Summary		4.50			2.25			1.50			6.75	
c. Restricted		3.00			1.50			0.75			4.50	
<b>Limited Appraisal</b>												
d. Self-Contained		4.50			2.25			1.15			6.75	
e. Summary		3.00			1.50			0.75			4.50	
f. Restricted		1.50			0.75			0.40			2.25	
<b>2. MULTI-FAMILY (2-4 units)</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		12.00			6.00			3.00			18.00	
b. Summary		9.00			4.50			2.25			13.50	
c. Restricted		6.00			3.00			1.50			9.00	
<b>Limited Appraisal</b>												
d. Self-Contained		9.00			4.50			2.25			13.50	
e. Summary		6.00			3.00			1.50			9.00	
f. Restricted		3.00			1.50			0.75			4.50	
<b>3. VACANT LOTS (1-4 units)</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		2.00			1.00			0.50			3.00	
b. Summary		1.50			0.75			0.40			2.25	
c. Restricted		1.00			0.50			0.25			1.50	
<b>Limited Appraisal</b>												
d. Self-Contained		1.50			0.75			0.40			2.25	
e. Summary		1.50			0.50			0.25			1.50	
f. Restricted		0.50			0.25			0.15			0.75	
<b>4. RURAL 10 ACRES TO 100 ACRES WITH HOMESTEAD</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		12.00			6.00			3.00			18.00	
b. Summary		9.00			4.50			2.25			13.50	
c. Restricted		6.00			3.00			1.50			9.00	
<b>Limited Appraisal</b>												
d. Self-Contained		9.00			4.50			2.25			13.50	
e. Summary		6.00			3.00			1.50			9.00	
f. Restricted		3.00			1.50			0.75			4.50	
<b>5. OTHER (Documentation Required)</b>												
<b>Complete Appraisal</b>												
a. Self-Contained												
b. Summary												
c. Restricted												
<b>Limited Appraisal</b>												
d. Self-Contained												
e. Summary												
f. Restricted												
<b>SUBTOTAL</b>												
<b>TOTAL RESIDENTIAL</b>												

This form is to document the experience obtained pursuant to administrative rules 876 IAC 3-3-9, 876 IAC 3-3-10, 876 IAC 3-3-11, 876 IAC 3-3-12, and 876 IAC 3-3-13.

EXPERIENCE CREDIT REPORTING FORM												
PROPERTY CATEGORY	TYPE OF APPRAISAL PERFORMED											
	APPRAISAL			DOCUMENTARY REVIEW						CONDEMNATION Appraisals		
	PERFORMED BY YOU (A)			WITH FIELD REVIEW AND SEPARATE REPORT (B)			WITHOUT FIELD REVIEW AND SEPARATE REPORT (C)			INVOLVING A PARTIAL TAKING (D)		
GENERAL CATEGORY	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours
<b>6. LAND 100 ACRES +</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		18.00			9.00			4.50			27.00	
b. Summary		13.50			6.75			3.40			20.25	
c. Restricted		9.00			4.50			2.25			13.50	
<b>Limited Appraisal</b>												
d. Self-Contained		13.50			6.75			3.40			20.25	
e. Summary		9.00			4.50			2.25			13.50	
f. Restricted		4.50			2.25			1.15			6.75	
<b>7. LAND UNDER 100 ACRES</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		10.00			5.00			2.50			15.00	
b. Summary		7.50			3.75			1.90			11.25	
c. Restricted		5.00			2.50			1.25			7.50	
<b>Limited Appraisal</b>												
d. Self-Contained		7.50			3.75			1.90			11.25	
e. Summary		5.00			2.50			1.25			7.50	
f. Restricted		2.50			1.25			0.65			3.75	
<b>8. RESIDENTIAL MULTI-FAMILY (5-12 Units)</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		24.00			12.00			6.00			36.00	
b. Summary		18.00			9.00			4.50			27.00	
c. Restricted		12.00			6.00			3.00			18.00	
<b>Limited Appraisal</b>												
d. Self-Contained		18.00			9.00			4.50			27.00	
e. Summary		12.00			6.00			3.00			18.00	
f. Restricted		6.00			3.00			1.50			9.00	
<b>9. RESIDENTIAL MULTI-FAMILY 13+ PROPOSED PROJECT</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		60.00			30.00			15.00			90.00	
b. Summary		45.00			22.50			11.25			67.50	
c. Restricted		30.00			15.00			7.50			45.00	
<b>Limited Appraisal</b>												
d. Self-Contained		45.00			22.50			11.25			67.50	
e. Summary		30.00			15.00			7.50			45.00	
f. Restricted		15.00			7.50			3.75			22.50	
<b>SUBTOTAL PAGE 1</b>												
<b>TOTAL PAGE 1</b>												
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EXPERIENCE CREDIT REPORTING FORM												
PROPERTY CATEGORY	TYPE OF APPRAISAL PERFORMED											
	APPRAISAL			DOCUMENTARY REVIEW						CONDEMNATION Appraisals		
	PERFORMED BY YOU (A)			WITH FIELD REVIEW AND SEPARATE REPORT (B)			WITHOUT FIELD REVIEW AND SEPARATE REPORT (C)			INVOLVING A PARTIAL TAKING (D)		
GENERAL CATEGORY	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours
<b>10. RESIDENTIAL MULTI-FAMILY 13+ EXISTING PROJECT</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		40.00			20.00			10.00			60.00	
b. Summary		30.00			15.00			7.50			45.00	
c. Restricted		20.00			10.00			5.00			30.00	
<b>Limited Appraisal</b>												
d. Self-Contained		30.00			15.00			7.50			45.00	
e. Summary		20.00			10.00			5.00			30.00	
f. Restricted		10.00			5.00			2.50			15.00	
<b>11. COMMERCIAL SINGLE</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		30.00			15.00			7.50			45.00	
b. Summary		22.50			11.25			5.65			33.75	
c. Restricted		15.00			7.50			3.75			22.50	
<b>Limited Appraisal</b>												
d. Self-Contained		22.50			11.25			5.65			33.75	
e. Summary		15.00			7.50			3.75			22.50	
f. Restricted		7.50			3.75			1.90			11.25	
<b>12. COMMERCIAL MULTI-TENANT PROPOSED PROJECT (5-12 Units)</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		60.00			30.00			15.00			90.00	
b. Summary		45.00			22.50			11.25			67.50	
c. Restricted		30.00			15.00			7.50			45.00	
<b>Limited Appraisal</b>												
d. Self-Contained		45.00			22.50			11.25			67.50	
e. Summary		30.00			15.00			7.50			45.00	
f. Restricted		15.00			7.50			3.75			22.50	
<b>13. COMMERCIAL MULTI-TENANT EXISTING PROJECT</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		50.00			25.00			12.50			75.00	
b. Summary		37.50			18.75			9.40			56.25	
c. Restricted		25.00			12.50			6.25			37.50	
<b>Limited Appraisal</b>												
d. Self-Contained		37.50			18.75			9.40			56.25	
e. Summary		25.00			12.50			6.25			37.50	
f. Restricted		12.50			6.25			3.15			18.75	
<b>SUBTOTAL PAGE 2</b>												
<b>TOTAL PAGE 2</b>												
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EXPERIENCE CREDIT REPORTING FORM												
PROPERTY CATEGORY	TYPE OF APPRAISAL PERFORMED											
	APPRAISAL			DOCUMENTARY REVIEW						CONDEMNATION Appraisals		
	PERFORMED BY YOU (A)			WITH FIELD REVIEW AND SEPARATE REPORT (B)			WITHOUT FIELD REVIEW AND SEPARATE REPORT (C)			INVOLVING A PARTIAL TAKING (D)		
GENERAL CATEGORY	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours	No. Apps.	Hours Value	Hours
<b>14. INDUSTRIAL</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		50.00			25.00			12.50			75.00	
b. Summary		37.50			18.75			9.40			56.25	
c. Restricted		25.00			12.50			6.25			37.50	
<b>Limited Appraisal</b>												
d. Self-Contained		37.50			18.75			9.40			56.25	
e. Summary		25.00			12.50			6.25			37.50	
f. Restricted		12.50			6.25			3.15			18.75	
<b>15. SPECIAL PURPOSE</b>												
<b>Complete Appraisal</b>												
a. Self-Contained		50.00			25.00			12.50			75.00	
b. Summary		37.50			18.75			9.40			56.25	
c. Restricted		25.00			12.50			6.25			37.50	
<b>Limited Appraisal</b>												
d. Self-Contained		37.50			18.75			9.40			56.25	
e. Summary		25.00			12.50			6.25			37.50	
f. Restricted		12.50			6.25			3.15			18.75	
<b>16. OTHER (Documentation Required)</b>												
<b>Complete Appraisal</b>												
a. Self-Contained												
b. Summary												
c. Restricted												
<b>Limited Appraisal</b>												
d. Self-Contained												
e. Summary												
f. Restricted												
<b>SUBTOTAL PAGE 3</b>												
<b>TOTAL PAGE 3</b>												

TOTAL APPRAISAL HOURS	RESIDENTIAL	GENERAL	TOTAL
TOTAL PAGE 1			
TOTAL PAGE 2			
TOTAL PAGE 3			
TOTAL			

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	Date of appraisal	Client's name	Address of appraised property	Description of work performed	Category	Type
15						
16						
17						
18						
19						
20						
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36						
37						
38						
39						
40						
41						
42						
43						
Signature of supervisory appraiser (if applicable)				Date (month, day, year)		